



WASHINGTON STATE MILITARY DEPARTMENT, EMERGENCY MANAGEMENT DIVISION

Meeting Minutes

September 21, 2015, 3:15 p.m. – 5:00 p.m.
Discovery B Ballroom, Hilton, Vancouver, WA

MEMBERS PRESENT

Chief Bill Whealan, SERC Chair
Chief Mike Harris, SERC Vice-Chair
John Butler, Department of Ecology, Primary
John Geppert, Department of Labor and Industries, Primary
Richard Schroedel, Local Emergency Management Representative, Primary
Sean Davis, Eastside LEPC Representative, Primary
Jeremy Beck, Eastside LEPC Representative, Alternate
John Wheeler, Westside LEPC Representative, Primary
Brian Felczak, Westside LEPC Representative, Alternate
John Ufford, Military Department Representative, Alternate
Bill Slosson, WSP Representative, Alternate

GUESTS PRESENT

Matt Bernard, FEMA R10 NIMS Coordinator
Mike Davenport, Tacoma Emergency Management
Sarah LaVelle, Everett Office of Emergency Management
Dale Kloes, Skagit Department of Emergency Management
Sue Otjen, Oregon Office of the State Fire Marshal / Oregon SERC Coordinator
Lisa Johnson, Military Department
Kristin Ramos, Military Department
Robin Thompson, WA Military Department, National Guard
Lauri Summers, Student
Barbara Thurman, OSPI

SUPPORT STAFF PRESENT

Sadie Whitener, Department of Ecology
Lorri Gifford, Military Department
Susan Forsythe, Military Department
Charma Anderson, Military Department
Tirzah Kincheloe, Military Department

CALL TO ORDER and INTRODUCTIONS

Chief Whealan called the meeting to order at 3:13 p.m. and reminded attendees to sign in. At the request of the SERC Chair, those in attendance introduced themselves.

Finalize Strategic Plan

Don Bivins, Bivins Consulting, has been working with MIL/EMD and the SERC on updating the SERC Strategic Plan and facilitated assignment of coordinator responsibilities for the goals and objectives contained within the draft strategic plan. EMD received feedback from three members, which have been incorporated into the plan as appropriate. The adjustments do not affect the assignment of the objectives, which may be reorganized in terms of timeline and

frequency as needed. A coordinator, if assigned an objective, is not responsible for implementing the objective, they are responsible for making sure it gets implemented. The strategic plan is the *SERC's* strategic plan, not *EMD's*, not the Military Department's, not Ecology's, and not WSP's. Also, it would be unusual for the SERC support staff to be assigned an objective, as this is for the *SERC*.

Don proceeded to read through the Initiatives and Goals and assigned coordinators to the Goals/Objectives for which they volunteered:

Goal 1A – Bill Whealan

Goal 1B, Obj. 1 – John Ufford

Goal 1B, Obj. 2 – Bill Whealan

Goal 1B, Obj. 3 – John Ufford

Goal 1C – Bill Whealan (suggestion: form committee to complete objectives)

Goal 2A – Mike Harris

Goal 2B – Bill Slosson (Through House Bill 1449 (HB 1449), Ecology will be hiring contractors to identify risk. There is current legislation to develop another equipment cache program. Will coordinate with Mike Harris, other fire chiefs, and Burlington Northern.)

Goal 2C – Bill Whealan/Mike Harris (coordinate with WSEMA Legislative Committee)

Goal 3A – John Ufford (Suggestion for Obj. 1: Include WSP Training Calendar. Obj. 2 is currently being worked on by Susan (EMD) and Scott (WSP) through an opt-in TRAIN software system which will allow participants to automatically received training updates. The program will be implemented in January 2016.)

Goal 4A – John Butler

Goal 4B – John Wheeler

Goal 4C – John Wheeler

When all objectives are accomplished then the goal is accomplished. If the goals are completed, then the initiative is complete.

This is a living document. Timelines will need to be adjusted at future meetings. Don suggested developing a work plan, which can be reviewed at meetings, reported out on, and adjustments made to the timeline as necessary. While the plan is developed to run three to five years, the biggest payoff will be in the first year and a half to two years. For years three, four, and five it will be really easy to lose momentum. Don't modify these "out-years" because the objectives are difficult to accomplish – only modify if circumstances change. Reflect on why the goals might be changed – are we changing them because we don't want to do the hard work or because the issues we're facing are far more critical than when we first wrote it? Want this to be a transparent process – no more silent disbelief. Don't wait for the next SERC meeting to start taking action – make SERC meetings report-out sessions, not work sessions.

Next steps: Don will revise the plan to include the feedback and the names of the goal/objective coordinators.

Review & Approval of May 12th Meeting Minutes

Motion: Bill Slosson made a motion to approve the meeting minutes of May 12, 2015. John Ufford seconded the motion. The motion passed unanimously and the meeting minutes were approved.

Standing Reports

Due to time constraints, Standing Reports were postponed until the November meeting.

New Business

- Determine SERC Meeting dates for 2016 – Chief Whealan, Chair
 - Wednesday, March 2nd, Camp Murray
 - Align with LEPC Conference in May (usually the second or third week in May); Tuesday morning, May 17th
 - Align with WSEMA Conference, Monday afternoon, September 19th, Spokane
 - Wednesday, November 2nd, Camp Murray
 - Other special meetings will be scheduled as needed
- WAC 118-40 & LEPC Planners Update
 - Not a lot of progress has been made on revising WAC 118-40 due to response to the wildfires. Dan Banks will be rounding up volunteers from the LEPC conference, WSP and Ecology staff to do some preliminary work. Chief Whealan mentioned the names of SERC participants that were asked to be part of this workgroup at the May meeting, including Dan Banks (EMD), John Ridgway and Sadie Whitener (Ecology), Bill Slosson and Scott Lancaster (WSP), and a LEPC representative. He also pointed out that the SERC wants to keep the workgroup small to ensure a productive outcome. John pointed out that we will want to invite LEPC folks for input as well for the initial drafting of ideas. Please send ideas to John Ufford (john.ufford@mil.wa.gov) and Dan Banks (dan.banks@mil.wa.gov). EMD has not yet filed the CR 101, which shows the intent to change an administrative rule, but Dan will submit it this month. Dan is busy hiring folks to support planning (HB 1449). The Initial interview for the Planner Supervisor has taken place, but EMD is awaiting TAGs signature before a final offer can be made for employment. We are hoping the position will start with PAL section on October 1st. This supervisor position will coordinate outreach and planning efforts for the southwest WA LEPCs and will be coordinating the entire program. The other three planners will be located at the Yakima Readiness Center for Central WA, the Spokane Readiness Center for Eastern WA, and the third will be placed somewhere in the northwest for LEPCs in Whatcom, Skagit, and Snohomish Counties, and possibly the Olympic Peninsula. EMD hopes to have all planners in place no later than December 1st. Their objective will be to provide interactive and dynamic support to LEPCs to improve hazmat planning. The initial focus areas will be to work communities along major rail lines for hazards related to Bakken crude (Spokane, Tri-Cities, along the Columbia River, and up along the 1-5 corridor).
- HazMat Mapping Project
 - Barb Thurman, OSPI Consultant, discussed a map of labeled school districts, over which Bakken Crude transportation routes can be overlaid, and it can be overlaid with which buildings contain hazardous materials. This allows us to know how many children are in the buildings that contain the hazardous materials. The system is not public, please contact Barb at bthurman20@comcast.net for the website and log-in information.
 - There are special notifications of mandatory requirements for shelter-in-place and evacuation (schools were also notified that they are required to have alternate response plans).
 - The assessment identified how many children are at risk in every school with every train that runs next to them: 229,155 children are at risk with every train (1

- mile blast radius). The assessment also identified different data for elementary, high school, tribal schools, and special programs.
 - OSPI and EMD created new posters for shelter-in-place and earthquake awareness – the posters were mailed to every school. If you have any questions please contact Barb Thurman or Roseanne Garrand (roseanne.garrand@mil.wa.gov).
- EPA Western Regional SERC Meeting
 - Chief Whealan presented email sent by Suzanne Powers regarding a proposed multi-regional meeting of SERC members and coordinators in February in Sacramento, CA. EPA has suggested topics that may be discussed and would like to know if the Washington SERC is interested in participating and what topics the SERC would like to see included. Chief Whealan asked at what level the SERC needs to be involved and how travel expenses could be covered. It was noted that if all the topics were discussed, it would take more than one and half days. It was suggested that the SERC narrow down the number of topics and have a conference call to discuss them. A date was not suggested for a conference call.
 - The suggested meeting dates are February 3-4, 2016 in Sacramento, CA. Sadie Whitener pointed out that the timeframe is not ideal since many of the suggested topics are related to Tier Two reporting and related issues and that most states in Regions 8, 9, and 10 will be busy with the Tier Two reporting season. Tier Two reports are due March 1st in most states. Matt Bernard pointed out that June is not a good month since the Cascadia Rising exercise will be underway.
 - Task: Lorri Gifford will reach out to Suzanne for different timeframe.
 - Does the SERC have funds to send members and staff? EMD will have to look at the budget to assess whether or not it's feasible.
- US GAO Review of Emergency Response Capabilities to Hazardous Rail Incidents
 - Chief Whealan presented the email that contained NASTTPO's request for information regarding states affected by transportation of Bakken Crude throughout their jurisdictions. SERC members agreed that this was something in which they should participate, but should coordinate responses.
 - Task: Lorri Gifford created a survey to collect responses and will send it to LEPC and Tribal members with an October 2nd due date. This will allow EMD staff time to incorporate all responses and respond to Tonya Ngotel, NASTTPO President.
- TRAIN Program
 - Susan Forsythe briefly discussed this earlier in the meeting under the SERC Strategic Plan Goal 3A. EMD is implementing TRAIN software system to allow people to opt-in to receive training updates. This program will also be used for HAMMER registration.

Round Table Discussion

- Bill Slosson and Scott Lancaster (Ron Bowen's replacement) will be working to improve training of firefighters and their results on training exams. Bill publicly thanked Ron Bowen for his work in support of the SERC.
- John Geppert announced that Labor & Industries changed their reporting requirement timeframe for work place incidents, effective July 1.
- Brian Felczak touted the refined database, which his jurisdiction is using to run reports to identify risk, top chemicals, history of facilities, training, etc. He has received responses from sixteen LEPCs that would like to use the database and they will report back their experience and feedback on the use of the program. Brian expressed his gratitude to

Sadie Whitener and Ecology's IT staff for their good work and for providing the data and file structure of the SERC's new EPCRA Tracking System.

- Sadie Whitener reminded the SERC about the new mobile application, which is available in both the iTunes App Store and the Google Play Store. The app does require a password – please contact Sadie (swhi461@ecy.wa.gov) for the necessary information to use the app. Sadie needs user's contact information to ensure they receive updates and is hoping to receive user feedback. This app was used successfully in the response to the Wenatchee fires. Sadie also mentioned that she registered the SERC for a booth at the 64th Annual Governor's Industrial Safety and Health Conference and is looking for assistance to run the booth. This is a two-day event, October 7-8 at the Tacoma Convention Center.
- Ron Bowen mentioned that Scott Lancaster has lots of energy and is coming up with new ideas for training. WSP is looking forward to a more improved and better program once he's settled in.
- Matt Bernard, FEMA Region 10 NIMS Coordinator, announced FEMA's Emergency Management Academy is offering NIMS 102-105 courses this coming November and December. If you'd like to register for these courses please go through your training officer. Matt also mentioned that the new NIMS typing and job description document is not out yet, but is hoping for a January and February 2016 release date.
- Sue Otjen, Oregon Office of the State Fire Marshall, expressed appreciation for being able to participate in this SERC meeting and observe our SERC format. Oregon, since 1986, has only had one state LEPC and is challenged on coming up with a new format; and the Office of the State Fire Marshall is the SERC.
- Brian Felczak mentioned the LEPC Annual Hazardous Materials Drill, which will be taking place October 13-16 in Kent. Contact Brian (bfelczak@kentwa.gov) for the sign-up link and pre-requisite videos.

Adjournment

The meeting was adjourned at 4:37 p.m.